

MINUTES
WASHINGTON STATE JAIL INDUSTRIES BOARD MEETING
May 16, 2003

Criminal Justice Training Center
19010 1st Avenue South
Burien, Washington

ROOM E-103

Members Present: Jeralita Costa, Ed Crawford, Kenneth Kunes, Debra Latimer, Andre Loh, Randy Loomans, Garry Lucas, Howard Yarbrough, David Johnson, Runette Mitchell-Marshall, Bill Lehning, Julie Wilson, Marvin Wolff, Jill Will (staff), Alina Ortiz (staff).

Members Absent: Mary Boehnke, Jane Johnson, Helen McGovern, Jim Powers, Bruce Thompson.

A. Quorum Check/Opening Business

Chair Marvin Wolff determined a quorum was present and called the meeting to order at 10:10 a.m.

B. Executive Session

The Board went into executive session to discuss a personnel matter. The matter was discussed, the executive session closed, and the Board reconvened.

C. Approval of the Minutes, January 10, 2003 Meeting

Ms. Will noted there was a correction issued to the January 10, 2003 minutes to reflect Andre Loh's attendance. A motion to approve the minutes as amended was made, seconded, and approved by unanimous voice vote.

D. Executive Director's Report

Jill Will presented the Executive Directors report and there was discussion on some items.

Ms. Will introduced new staff member, Alina Ortiz, to the Board and the Board members introduced themselves.

A current distribution list of the Offender Work Report was attached to the report. Current distribution is approximately 700 copies. Members discussed future electronic distribution of the report, and the merits of producing a separate executive summary document for wider distribution. Suggestions additions to the distribution list included probation departments, municipal courts, and district courts.

ACTION ITEM: Jill Will update the suggested distribution list to include probation departments, municipal courts, and district courts and get the appropriate email addresses.

Ms. Will reported discussions with Ray Coleman of SKCAC about pursuing business opportunities with offenders from Kent City Jail and several recycling centers in King Co. SKCAC has done extensive research on e-waste and would like to produce specific market research and a business plan. SKCAC may be able to incorporate offender workers sentenced to community service into the plan. Mr. Coleman and Ms. Will plan to meet in June 2003 for a site visit to Clark County and Portland area recycling operations.

Howard Yarbrough noted that the Supreme Court ruled 5 to 4 that the Correctional Industries (CI) Class I program was constitutional. CI was notified that the plaintiffs plan to file a motion to reconsider the ruling. CI's response is due May 16th.

There was some discussion on the regional jail bill – work groups are moving ahead on a required study. The target population of regional facilities would be minimum security jail inmates sentenced to 60 days or longer and Department of Corrections inmates with up to two years left to serve. Work, education, substance abuse treatment, and successful transition back to communities would be priorities. If local jurisdictions decided on a special needs facility, i.e. for mentally ill offenders, a higher security level and more staff would be required. Members noted that several groups have reviewed options for regional jails in the recent past and concluded they did not meet the counties' needs. Miss Will will continue to actively participate to ensure offender employment is addressed. Housing and funding for misdemeanor offenders should also be addressed.

Sheriff Garry Lucas reported on the status of the Washington Association of Sheriffs and Police Chiefs' (WASPC) jail standards initiative. WASPC members have not yet developed a consensus and further discussions are required.

The Department of Labor and Industries has denied coverage claims for inmates that had been classified as volunteers for industrial insurance coverage. That has left county and city risk managers concerned. Some have the mistaken belief that no options for coverage exist. The Board will continue to provide technical assistance to local government so they know what their options are, including private insurance, self insurance, and L and I coverage for inmate workers. Members discussed that some jurisdictions may have trouble with labeling their work programs as "jail industries," perceiving there could be negative legal or policy implications. This will require more education work on the part of the Board.

Cowlitz County has been approved \$250,000 for a salmon recovery grant using offender work crews. They modeled the grant request after the successful program in Yakima County. Cowlitz County is hoping to use additional timber county grant funds to expand the scope of work. Grant tasks include removing weeds, cleaning garbage, and planting native vegetation in riparian areas. Labor representatives to the Board noted that there are approved apprenticeship programs for riparian restoration and other conservation work. Board members reiterated their commitment to finding partnership opportunities with apprenticeship programs.

OLD BUSINESS

E. Budget and Legislative Updates

Jill Will reported the budget will remain the same at \$110,000 per year. There will be no increase in staff since requests to add a full time business development position and full time support staff were denied.

Members discussed the overall budget situation for government. Some jurisdictions may feel that offender labor may be a useful way to get tasks done in an era of budget shortfalls. It is the Board's responsibility to help jurisdictions grow inmate labor programs without displacing civilian workers.

Kenneth Kunes commented on the National Correctional Industries Association conference March 23-25, 2003 in Denver. He stated the whole nation seemed to be the same dire straits due to budget problems. He found the conference very informative and would like to attend again. The next conference scheduled for St. Louis in 2004.

F. Committee Reports

Data Gathering and Analysis Committee: Ms. Will is moving ahead with the web based data collection project. She discussed the concept of working with the Twin Rivers Corrections Center/Edmonds Community College computer education program. Inmates enrolled in school could do the project as part of their education. The instructor believes it will provide them with an exciting real-world customer challenge. Budgets are still under development. The bigger challenge is to identify incentives that will encourage all city and county jails to participate in the on-line data gathering effort.

Local Government Liaison Committee: The group discussed the idea of developing a video marketing piece instead of relying on printed brochures. It was suggested that Kent would make a good case study and Chief Ed Crawford agreed to participate. There should be enough money in the budget to cover the development costs if it is done in partnership with a community college as an education exercise.

G. Clark County Update

Clark County remains committed to jail industries. A sergeant's position has been allocated to manage industries at the Jail Work Center. The County hosted an open house for the CREAM (Computer Reuse and Marketing) project. The CREAM project is running on a small scale at the Work Center and Clark College. Negotiations are still under way with a potential PIECP partner to operate a commercial recycling business. The higher minimum wage in Washington as compared to Oregon is proving to be a challenge.

NEW BUSINESS

H. Approval of 2004-2005 Budget

Ms. Will pointed out that the proposed Jail Industries Board operating budget looks much the same as past budgets. She noted that not all operating costs actually fall to the bottom line as the Board benefits from administrative overhead that is absorbed through the Corrections Clearinghouse contract. Ms. Will reminded members that the Board's request to move funding out of the Correctional Industries line item was not approved. Members restated their desire to have the funding moved if possible in future budgets.

Members noted the budget did not account for any potential salary increase. This is a concern as it has been several years since an increase was addressed. The Board's last request to ESD for approval of an increase was not acted upon by ESD. The Chair noted that future increases could be addressed as an amendment to the budget if agreement is reached with ESD.

Chair Marvin Wolff called for a motion to approve the budget as presented, pending approval by the Legislature of the 2003-2005 biennial budget. The motion was made, seconded, and approved by unanimous voice vote.

I. Amendment to the Board Bylaws on Election of Officers

Chair Marvin Wolff asked members to review the existing bylaws regarding election of officers and the proposed amendment to the bylaws. It was moved to adopt the amendment as presented and discussion followed. Members felt that one position could have an initial three year term, with a two year term thereafter. This would ensure that at least one officer had experience through this staggered term system.

A motion to approve the proposed amendment, as amended to reflect the discussion was made, seconded and approved by unanimous voice vote.

Amendment to the bylaws as adopted by the State-Wide Jail Industries Board of Directors on May 16, 2003:

Deletions are shown by ~~overstrike~~, additions by underscore.

- A. Election. The Board shall elect a Chair, two Vice-Chairs and such other officers as it deems appropriate from among the voting members ~~annually~~ as required at the first meeting of the year (RCW 36.110.080). Terms of the Chair and one Vice-Chair shall be for two years from the date of election. The term of the second Vice-Chair shall initially be three years from the date of election and be two years thereafter. Officers may serve more than one consecutive term. The Chairperson may not be a representative from one of the State agencies designated to the Board.
- B. Duties. The Chair of the Board shall preside at all meetings of the Board of Directors and shall perform such duties as from time to time may be assigned by the Board of Directors. A Vice-Chair of the Board shall serve during the absence or incapacity of the Chair.

C. Resignation. An officer may resign at any time by submitting, in writing, a notice to the Chair or, in the case of the Chair's resignation, a Vice Chair. In the event of the Chair's resignation, one of the Vice-Chairs shall become the Chair. In the event of the resignation of a Vice-Chair, or movement to the position of Chair, the Chair shall appoint a new Vice-Chair to fill the remainder of the term of office.

J. Other Business

Bill Lehning reported that Cowlitz County is moving ahead with plans to construct a new jail on land already owned by the County. The County's housing capacity should be about 500 offenders.

Marvin Wolff will not be able to chair the next meeting in September, 19th. Kenneth Kunes will chair the meeting in his absence.

Board members received an update on the health of former Board member Doug Jacques. He is still suffering from complications arising from aorta replacement surgery.

Hearing no other business, Chair Marvin Wolff called for a motion to adjourn. It was moved and seconded that the meeting be adjourned and approved by unanimous voice vote.

Summary of Action Items

ACTION ITEM: Jill Will update the suggested distribution list to include probation departments, municipal courts, and district courts and get the appropriate email addresses